Toolkit 2004
Build 66 Reporting Tab
5/25/2005

The new **Reporting** tab available in Toolkit 2004 v5.0 allows you to select conservation system guides more efficiently and facilitates the reporting of conservation plans and practices. Use the **Reporting** tab to:

- View conservation guide and conservation management system information
- View reportable practices
- Select the organization that performed the conservation work

Although previously PRS was the only software application for reporting practices, you may now do your reporting via the Toolkit Reporting tab.

Please read the following scenarios BEFORE trying to report practices in Toolkit.

A. Report a planned practice in Toolkit for a new plan:

1. The Plan Approval Date (*month and year*) MUST be in the current fiscal year.
2. The practice must be included in a conservation system, meaning you MUST have a conservation system guide chosen for the land unit that the practice is planned on.
3. The practice must be scheduled on a land unit where a CRA and a latitude/longitude has been determined.
    - For digitized land units, the CRA and lat/long is calculated automatically.
    - For tabular land units (no map drawn), the CRA MUST be selected from the Land Units tab, but the latitude and longitude has to be set in PRS. The practice can be reported from Toolkit ONLY if the map pin was set previously in PRS. If not, the practice MUST be reported directly in PRS.
4. The planned Month and Year of the practice must be in the current or future fiscal year.
5. The practice must NOT have been reported previously in PRS.

B. Report a planned practice due to a plan revision:

1. The Plan Approval Date (*month and year*) MUST BE CHANGED to the **current fiscal year.**
2. The practice must be included in a conservation system, meaning you MUST have a conservation system guide chosen for the land unit that the practice is planned on.
3. The practice must be scheduled on a land unit where a CRA and a latitude/longitude has been determined.
   - For digitized land units, the CRA and lat/long is calculated automatically.
   - For tabular land units (no map drawn), the CRA MUST be selected from the Land Units tab, but the latitude and longitude has to be set in PRS. The practice can be reported from Toolkit ONLY if the map pin was set previously in PRS. If not, the practice MUST be reported directly in PRS.
4. The planned Month and Year of the practice must be in the current or future fiscal year.
5. The practice must NOT have been reported previously in PRS.

C. Report an applied practice:

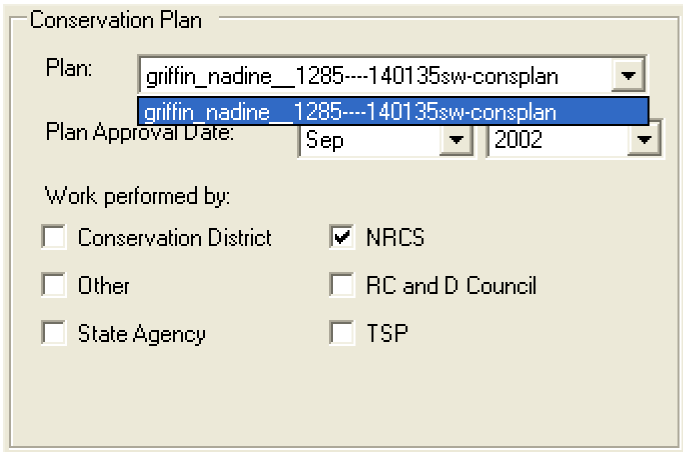
1. The Applied Date of the practice that was entered in the Practice Schedule that you want to report MUST be in the current fiscal year.
2. The Plan Approval Date (FY) is ignored.
3. The practice must NOT have been reported previously in PRS. This means that recurring practices can only be reported as applied in the first year.

Note: Any reporting you did in PRS since October 1, 2005 should reflect in the Reporting Tab in Toolkit.

To Report Practices

The instructions for reporting a practice via the Reporting tab are as follows.

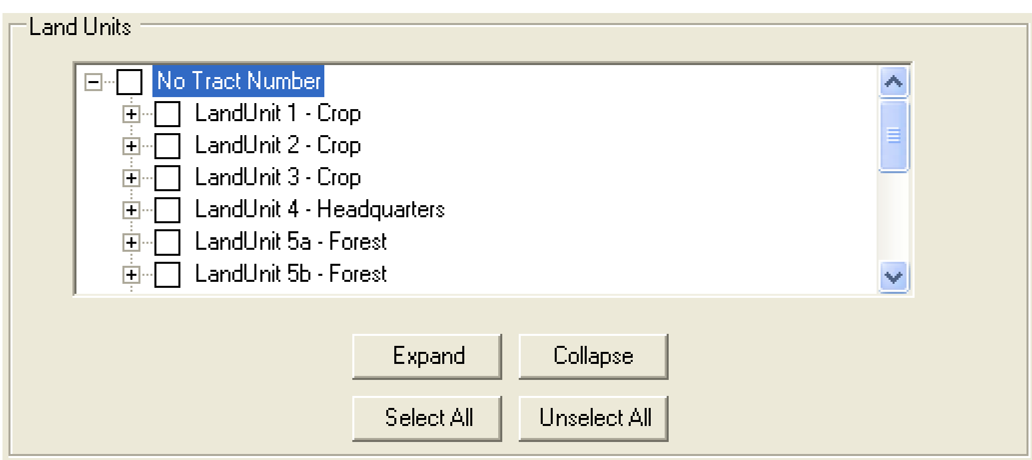
1. Click on the Reporting Tab and select a plan using the drop-down list in the *Conservation Plan* block.



2. Set the plan approval date. **THERE MUST BE A PLAN APPROVAL DATE.**
3. Select one or more organization(s) that performed the conservation work.
4. The plan information, land units, and practices will be displayed.

Note: Applied practices that were reported in previous fiscal years will not be displayed.

5. If no Land Units are checked (as shown below), select the desired Land Unit(s) in the *Land Units* block.



6. Notice that upon selecting the desire Land Unit(s) AND clicking on the + sign (Figure A), the reportable practices, if any, will appear in the *Reportable Practices* block (Figure B).

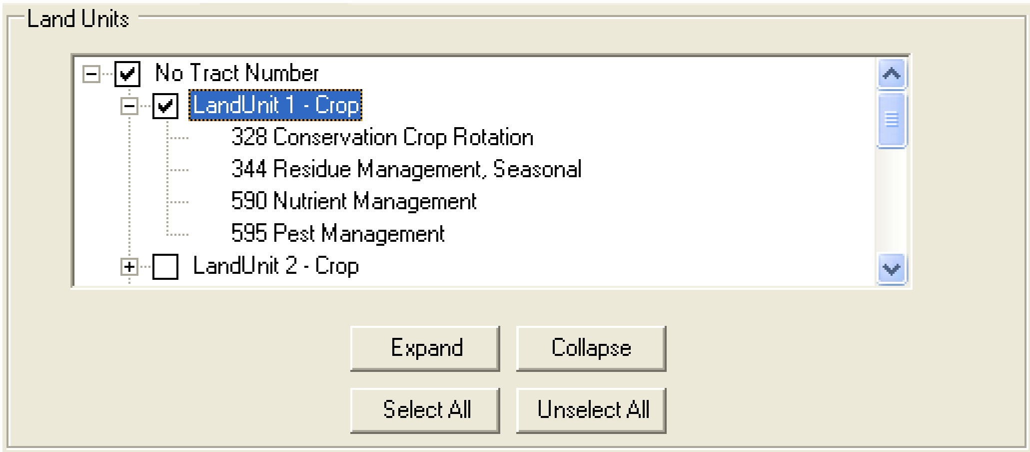
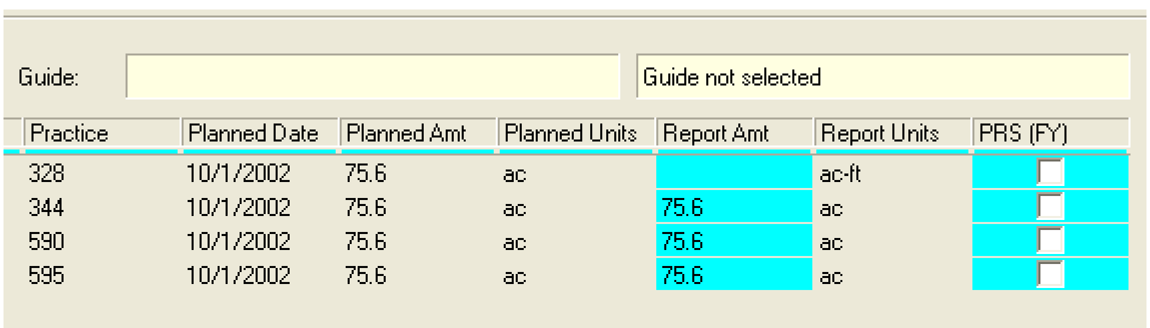


Figure A. Land Units block with Land Units selected



Guide: | Guide not selected

Practice	Planned Date	Planned Amt	Planned Units	Report Amt	Report Units	PRS (FY)
328	10/1/2002	75.6	ac		ac-ft	
344	10/1/2002	75.6	ac	75.6	ac	
590	10/1/2002	75.6	ac	75.6	ac	
595	10/1/2002	75.6	ac	75.6	ac	

Figure B. Reportable Practices associated with the example from Figure A

7. For practices that are reportable, the check box in the PRS (FY) field will be checked .

8. If you do not wish to report a practice, uncheck the checkbox in PRS (FY) column.

Note: For items that are checked, the check mark will change to the current fiscal year after clicking on the REPORT AFTER CHECK IN button.

9. Click **REPORT AFTER CHECK IN** to view the practices you have selected that will be reported after checking in the customer folder to the NCPDB.

10. Click **SAVE**.

Warning: You MUST click SAVE to have your work saved and sent to PRS. Your data will not be available in PRS after checking in the customer folder if you do not click SAVE.

11. The practices you reported via the Toolkit Reporting tab will be visible in the PRS once the customer folder is successfully checked in. IT MAY TAKE 24 HOURS, HOWEVER, TO SEE CHANGES IN YOUR PERFORMANCE SUMMARY.